



**CITY OF NEWARK**  
DELAWARE

## **Aerial CIP Electric Checklist**

### **Section 1 – Design Requirements**

1. The proposed meter(s) location must be shown on the plans.
2. The proposed aerial electrical wire locations must be shown on the plans.
3. The developer must send the load calculation and one-line diagram to the Electric Department as a part of the submission to receive a cost estimate prior to CIP approval.
4. An open utility easement is required and must be listed on the prints.
5. All existing utilities must be surveyed and shown on the plans.
6. The proposed point of attachment to the building must be shown on the plans. The point of attachment, whether direct or through a service mast, must meet City standards **STD-204E** and **STD-208E** and be approved by the City.
7. Aerial service drop conductors shall not cross over property owned by others.
8. If the developer plans to add EV chargers, include the EV load in the load calculations. The EV charging stations must be shown on the plan.
9. The developer must submit the service and meter application. To obtain an application form or apply online, go to <https://newarkde.gov/DocumentCenter/View/99/Figure-1---Service--Meter-Application?bidId=>

### **Section 2 – Notes Requirements**

Please add the following electric notes to the plans:

1. All parts of proposed buildings shall be at least 12.5 feet away from aerial lines.
2. All the electric services to the existing building(s) need to be disconnected before their demolition.
3. The developer shall supply approved aerial commercial service entrance connectors per City Standard **STD-201E**.
4. The aerial service drop shall have a clearance of 3 feet from any building exit, window, door, or other opening.

5. The City will install aerial conductors for commercial overhead service up to a maximum of 100 feet depending on location. The customer may be required to install a mast and guy to maintain proper clearances above ground. **See STD-204E and STD-207E.**
6. The service entrance conductor shall have a weather head installed higher than the point of attachment and within 24 inches of the point of attachment. **See STD-207E.**
7. Allow a minimum of 36-inch conductors outside of the weather head for connection to the service drop.
8. The city will supply current transformers and meter box for instrument-rated services for installation by the customer. The customer shall supply an approved lockable 11-inch-deep cabinet to install current transformers. The customer shall furnish a 1.5-inch rigid metallic conduit between the metering cabinet and the meter. The maximum length of the 1.5-inch conduits shall be 50 feet. Instrument-rated metering installations shall have phase conductors broken and reconnected ahead of current transformers using BURNDY-UNITAP or NSI-POLARIS connectors. The phase and neutral conductors shall have a 24-inch tapped #12 copper conductor to be used by the city for meter potential. **See STD-203E.**
9. Maintain a minimum of 24 inches between meters and any gas piping. **See STD-12E.**
10. The developer must pay all costs for electric service infrastructure including material and labor. The price is subject to a yearly CPI escalation from the date of council approval.
11. All meters must be grouped in one location, and the developer must provide keys to access the electric meter room if meters are inside. The developer will be responsible for the cost of the electric meters.
12. All meters and disconnecting devices shall be grouped together and arranged so that services for each unit can be properly and independently controlled from a point readily accessible to both the customer and the City. Additionally, each meter and disconnect switch shall be permanently marked with the address served by that equipment.
13. Ringless meter sockets are required except for manufactured group meter installations, if ringless is not available.
14. The developer agrees to pay up to \$4,000 towards problem interference if the building is found to interfere with the City's smart metering system for electric meters when completed.
15. The proposed electric must be shown on the landscaping plans. No trees can be planted within 5 feet of underground electric cables and no trees reaching 18 feet at maturity can be planted within 10 feet of aerial lines.

16. The developer shall install a visible break, lockable disconnect switch ahead of any commercial service.
17. A site meeting is required to verify compliance with these standards. Conduit locations at poles will also be verified.
18. City of Newark standards for electrical work must be included in the plans. Include the City standards relevant to your project and project type (Commercial or Residential) which can be found on the same site page.